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**TO: Economic Support Supervisors
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BHCE/BWP OPERATIONS MEMO

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Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: HIGH

**SUBJECT: Requesting Security Access to the New Web-Based Barriers
Screening Application for Wisconsin Works (W-2) Agencies**

EFFECTIVE DATE: 03/10/03

PURPOSE: This memo provides the instructions to Wisconsin Works (W-2) agencies for requesting security access to the new web-based Barriers Screening Application (BSA).

BACKGROUND

DWS Administrator's Memo 03-03 informed W-2 agencies of the plans for implementation of the Wisconsin Works (W-2) Barriers Screening Tool (BST) initiative. In order to make the administration of the BST user-friendly and consistent throughout the state, the Department has designed the BST to be administered through a web-based application called the Barriers Screening Application. W-2 agencies were notified via the administrator's memo and through an email sent by DWS Regional Offices about the training requirements for FEPs, FEP supervisors and other agency-designated screeners. The BST training session will provide hands-on practice with the Barriers Screening Application.

Given the very sensitive and confidential information likely to be collected through the Barriers Screening Application, access will be severely restricted. The ability to create a screening record will be limited to those requesting access to the tool through a special Barrier Screening Tool Web Access Request form. Once access to create a screening record is granted, workers will only be able to create a screening record for those individuals associated with the CARES Work Program (WP) office in which they work. This office assignment is made on CARES screen SMWP.

POLICY

Who Can Access A Screening Record

Access to the information contained in the record will be restricted to the Main and Back-up users assigned to the screening record. The user who initially creates a screening record will be defaulted as the Main user of the record. Up to two Back-up users can be assigned to the record. After the record is created, user assignments can be changed, **but access to the record will always be controlled by the Main and Back-up user assignments.** Level 2 users (discussed below) will have access to all screening records attached to the WP office of the Level 2 user as assigned on SMWP.

Screener Access

Workers with *Screener Access* have the ability to create a screening record for an individual open in the work program office for which the worker is assigned on SMWP. Most workers requesting access to the tool will fall under this category.

Workers with *Screener Access* may have access to a screening record as a Main User or a Back-up User. As stated, when a worker creates a screening record, that worker is defaulted as the Main User for that record. As the Main user of the screening record, the worker can now perform a number of functions, such as creating a screening record and editing records. The Main user can assign up to two Back-up users, who would have full access to the record, including the ability to edit the record and view history. The Main user can also reassign a different Main user to the record.

Some agencies may select individuals to administer the Barrier Screening Application who are not currently known to the CARES system. In order for any worker to perform a screening, the worker must be known to CARES and have a valid CARES user id. Thus, if individuals selected to administer the Barrier Screening Application are not currently known to CARES or do not have a CARES user id, the agency must request that a CARES id be created. Agencies can request a CARES log-on for a worker by submitting form DWSW-10-E (formerly known as the DES-10). It should be clearly indicated on the form that this request is for the screening application only as NO CARES update access will be granted to these individuals. In addition, the agency must indicate on the form the work program office number(s) to be added to SMWP for the worker.

Level 2 User Access

A profile with greater access to the Barrier Screening Application has also been developed for a limited number of workers/supervisors in each agency. Within each agency, it is important that there are at least two Level 2 users identified. Level 2 users are able to perform special functions within the application. Level 2 users have the following capabilities:

- Ability to access any screening record attached to the WP office of the Level 2 user, again as assigned on SMWP. This access will allow the Level 2 user to re-assign Main and Back-up user assignments, plus view and edit the screening record if the need arises.
- In a situation where an individual transfers to a new WP office, the Level 2 user of the transfer-out office will have the ability to reassign the Main user of any screening record connected to the transfer-out office to a new Main user in the transfer-in office.

- In addition, the Level 2 user in the transfer-in office will have the ability to reassign the most current screening record of the transfer-out office to a new Main user in the transfer-in office. Bear in mind that the individual must have an open WP case in the transfer-in office before the Level 2 user can make this change.

Although we recommend that each agency have at least two Level 2 users identified, the Department will not approve excessive assignment of this profile. We recommend this profile be limited to line supervisors or lead workers who have responsibility over multiple workers and whose job duties include tending to issues on behalf of a worker.

Report Only Access

This profile is designed for individuals who wish to view only the various BST monitoring reports. Individuals requesting report only access will not be required to complete a BST training session as a condition of gaining access to the BST. The Report Only profile is ideal for managers and supervisors who will not conduct screenings but will monitor the screening activities of staff. The reports that will be available for monitoring include:

- Inactive Screening Record Report - A listing of all screening records that have been deleted in the BST.
- 30 Day Screening Record Report – A listing of all individuals placed in a W-2 employment position which requires screening but have not been screened within 30 days after the W-2 placement begin date.
- 6 Month Review Report – A listing of on-going individuals who have not completed a screen within 30 days after their 6 month review.

Steps To Obtain Access To The Barriers Screening Application

Given the specialized nature of the tool and the unique and confidential information collected by the tool, workers will not be granted access to the screening tool until they have successfully completed the BST training session. Prior to attending the BST training session, workers will be required to create a DWD web user account (discussed below) **and** complete the Barriers Screening Tool Web Access Request form.

Completing the Barriers Screening Tool Web Access Request Form

In order to complete the Barriers Screening Tool Web Access Request form, the worker must obtain the signatures of his/her supervisor and agency security officer. The attached Barriers Screening Tool Web Access Request form should be printed, and the information should be added in legible and clear handwriting. Workers must indicate on the form the type of access they are requesting: Screener Access, Level 2 Access or Report Only access. Workers must return this form with the appropriate signatures to the trainer(s) at the end of their BST training session in order to obtain access prior to implementation of the BST. The training schedule for the Barriers Screening Tool can be accessed on the DWS/BPS Training Web Page at <http://www.uwosh.edu/ccdet/wss/> under the title DWD/DWS Barrier Screening Tool.

Creating a DWD Account

Workers requesting access to the screening tool must first create an account with DWD. The DWD account (also known as a CWA account) will control access to the barriers screening tool. Workers can create the DWD account by selecting the “Create Account” link on the Barriers log-in page. The address for this page is <https://dws.dwd.state.wi.us/dwsbarriers/secure/> screen print of this page is provided at the end of this memo.

The Department also plans to develop a Barriers Screening Tool “landing page” which will contain information related specifically to the Barriers Screening Tool. For instance, this page will include a link to print the Barriers Screening Tool Web Access Request Form. Once this page becomes operational, the Department will send out notification of the address.

It is critical that when workers create their user ID for the DWD Account that they enter their CARES mainframe ID. In most cases, this is the ID that begins with an “X”. For example, in Milwaukee county, all CARES user IDs begin with “XMI...”. It is critical to use this ID because a worker must be attached to the Work Program office (as assigned on SMWP) of the individual. And since SMWP office assignment is made to the CARES user ID, it is imperative workers retain this ID while working in the barriers tool.

Example: If an individual is open in work program office 1571, the worker must be assigned to office 1571 on SMWP in order to create a screening record for this individual. As stated, SMWP office assignment is made to the CARES log-in ID of the user, as shown here:

SMWP	OFFICE ASSIGNMENT		01/30/03 15:37	
	XCT266 K CLOUGH			
USERID: XCTA28	NAME: KEVIN	CLOUGH		
ASSIGNED OFFICES:				
DC	DC	DC	DC	DC
__ 1571	__ 1572	__ 1574	__ 1575	__ 1576
__ 2571	__ 2572	__ 2574	__ 2575	__ 5040
__ 5601	__ 5602	__ 5605	__	__
__	__	__	__	__
__	__	__	__	__
PF15 - SMUM				
NEXT TRAN: _____		PARMS: XCTA28		

In this example, the CARES ID XCTA28 is assigned to several offices, including 1571. Thus for an individual open in 1571, XCTA28 would be able to create a screening record for this individual. As this example shows, the only way we can make this connection between the worker (XCTA28) and the individual open in office 1571 is by having the worker use their CARES ID when creating their DWD account.

Who should workers submit this request to? After the DWD account has been created the worker must print the DWD Account Creation Confirmation page that confirms a DWD account has successfully been created. The printing of this page is necessary because workers are required to bring this page with them to their BST training session. The Worker must also bring, as indicated above, a completed Barriers Screening Tool Web Access Request form. Again it is critical that the worker obtain all necessary signatures. Trainers will NOT sign any incomplete forms, nor will they have copies of blank forms with them at the training site.

The trainer(s) will collect all signed forms at the end of the training session, sign off on them to validate that a worker has completed training, and route them to the DWD security desk where the final processing of the form will occur.

Special Note: For users who have created a DWD account for another application, such as EATS, and did not use their CARES user ID as their CWA user ID, it will be necessary to request a new DWD account for the Barriers Screening Application, this time using their CARES user ID as their CWA user ID.

Granting Access

After a worker has successfully completed training and has submitted the signed BST Web Access Request Form, the worker is now ready to access the screening tool. Implementation of the tool will be phased-in state wide on a regional basis, and final clearance to access the tool will be subject to the training schedule for a given region. A region will not be granted access until all the training sessions available to that region have been completed. A copy of the planned statewide implementation schedule is attached.

Screen Prints

Below are screen prints of the Barriers Screening Tool user login page, and the DWD Account Creation screen. The DWD Account creation page can be accessed by clicking on the Create Account link. The Barriers Screening Tool User Login page can be accessed using the following web address: <https://dws.dwd.state.wi.us/dwsbarriers/secure/>.

The screenshot shows a web browser window displaying the 'Barriers User Login' page. At the top, there is a navigation bar with links for 'Site Map', 'News', 'Search', and 'About DWD'. Below this is the 'Department of Workforce Development' logo and the title 'Barriers User Login'. A message states: 'For Login Problems on this page, call the DWS Security Desk at (608)261-6827. Regular hours are Monday-Friday, 7:45am-4:30pm'. On the left, there are four buttons: 'Create Account', 'Password Reminder', 'Change Password', and 'Account Information'. On the right, there is a login form with the prompt 'Please enter your User ID and Password'. It includes fields for 'User ID:' and 'Password:', with a note 'Passwords are case sensitive.' and a 'LOG IN' button. At the bottom, there is contact information for technical problems: 'For other technical problems, call the DWD service desk at (608)266-7252.' and 'For system requirements information [click here](#).' A final note states: 'Barriers can only be accessed when the CARES System is online! To see hours of availability [click here](#).' The browser's taskbar at the bottom shows 'Local intranet'.

As stated above, it is critical that when creating your DWD account for the Barriers Screening Tool, you enter your CARES user id in the User ID field on the DWD Account Creation page, as shown here:

DWD Account Creation

Please fill in the form below to create a User Profile.
Please Note: Fields marked with an * are required.

First Name: Kevin * MI

Last Name: Clough *

Street Address: 201 E. Washington Ave *

City: Madison *

State/Province: WI - WISCONSIN *

Zip/Postal Code: 53707 *

Daytime Phone: (608) 555 - 1234

Evening Phone: (608) 555 - 1234

Fax Number: (608) 555 - 1234

Email: kevin.clough@dwd.state.wi.us

The User ID and Password you choose may be any combination of letters and numbers from 5 to 10 characters.
No spaces or characters other than letters and numbers are allowed.

User ID: xct266 *

Password (enter twice): *Passwords are case sensitive.

Please choose a password reminder question and answer.

Password Reminder Question: Who is your favorite author? *

Password Reminder Answer: *

OK CLEAR

Done Local intranet

ATTACHMENTS

Barriers Screening Tool (BST) Web Access Request

LINKS

DWS/BPS Training Web Page
<http://www.uwosh.edu/ccdet/wss/>

Create Account link on the Barriers log-in page
<https://dws.dwd.state.wi.us/dwsbarriers/secure/>

Barriers Screening Tool User Login page
<https://dws.dwd.state.wi.us/dwsbarriers/secure/>

CONTACTS

BHCE CARES Information & Problem Resolution Center

Email: carpolcc@dwd.state.wi.us
Telephone: (608) 261-6317 (Option #1)
Fax: (608) 266-8358

Note: Email contacts are preferred. Thank you.

DWD/DWS/BDS/KC